

**Board of Selectmen  
March 23, 2022**

**Present:** Mark P. Duffy; Richard C. Edwards; Kenneth G. Fifield (joined the session in progress); Dino A. Scala, Town Administrator; and Toni Bodah, Secretary.

Mr. Duffy called the posted meeting to order at 5:51 p.m. **Mr. Duffy moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Edwards seconded the motion. Roll call vote: Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’. The motion passed 2-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 5:57 p.m. During the immediately preceding Non Public Session, the Board authorized an increase to \$28.44/hour for Valerie Ward. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Duffy seconded the motion. Roll call vote: Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’. The motion passed 2-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:02 p.m. During the immediately preceding Non Public Session, the Board authorized an increase to \$27.52/hour for Angie Nichols. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Duffy seconded the motion. Roll call vote: Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’. The motion passed 2-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:15 p.m. During the immediately preceding Non Public Session, the Board authorized an increase to \$27.03/hour for Seth Garland. [Mr. Fifield arrived at this point.] **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Duffy seconded the motion. Roll call vote: Mr. Fifield – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’. The motion passed 3-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:26 p.m. During the immediately preceding Non Public Session, the Board authorized an increase to \$64,276.70/year for Wayne Robinson. **Mr. Fifield moved to enter Non Public Session under RSA 91-A:3, II (b). Mr. Edwards seconded the motion. Roll call vote: Mr. Fifield – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’. The motion passed 3-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:28 p.m. During the immediately preceding Non Public Session, the Board voted to hire Tyler Wolfe as a camp counselor at the hourly rate of \$10. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Fifield seconded the motion. Roll call vote: Mr. Fifield – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’. The motion passed 3-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:32 p.m. During the immediately preceding Non Public Session, the Board authorized an increase to \$27.60/hour for Fire Capt Brad Beveridge. **Mr. Fifield moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Edwards seconded the motion. Roll call vote: Mr. Fifield – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’. The motion passed 3-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:36 p.m. During the immediately preceding Non Public Session, the Board accepted an evaluation for Sgt. Trevor Cherry. **Mr. Fifield moved to enter Non Public Session**

**under RSA 91-A:3, II (b). Mr. Edwards seconded the motion. Roll call vote: Mr. Fifield – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’. The motion passed 3-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:50 p.m. During the immediately preceding Non Public Session, the Board authorized the hiring of Joseph Oswalt as a fulltime patrol officer at the hourly rate of \$24.47. At this point Mr. Duffy called for a recess. Mr. Duffy called the meeting back to order at 7:01 p.m., leading all in the Pledge of Allegiance. Those also present at this time included Police Chief Michael Fenton and Don Stewart.

**1. Board Organization – Mr. Duffy moved to appoint Mr. Edwards as Chair. Mr. Fifield seconded the motion, which passed 3-0.**

**Mr. Edwards moved to appoint Mr. Duffy as Vice Chair. Mr. Fifield seconded the motion, which passed 3-0.**

The Board then discussed the liaison assignments. By consensus, the Board agreed the assignments will remain the same, other than that Mr. Duffy will be the alternate representative to the Planning Board in place of Mr. Edwards. At this point, Mr. Duffy turned the meeting over to Mr. Edwards.

**2. Public Hearing under RSA 31:95-b re: \$50,000 GOFERR (Governor’s Office for Emergency Relief & Recovery) Locality Equipment Matching Program** – Chief Fenton advised the Board that Barbara Schnurbush made this application on behalf of the Town, which has been approved. This is a 10% matching grant, which will allow us to be reimbursed for some costs related to COVID 19. Mr. Scala noted that the Federal Government infused considerable funds into the State, a portion of which the Town received. GOFERR followed and covers certain costs. Additionally, the Town has received funds through ARPA, which will be used to address infrastructure. The hearing will be left open during this meeting to allow for comment.

**3. Appointments**

**a) Police Chief Fenton re: RFP for PSB Surveillance Equipment** – Chief Fenton advised that the proposals received were substantially higher than originally anticipated. Therefore, this project has been shelved in order to reassess the needs of the building. All bidders have been so notified.

**4. Unscheduled Matters/Public Comment #1**

--Mr. Stewart, current Vice Chair of the ZBA, referred to the member appointments that the Board would be addressing later in the meeting. He encourages the Board to make the 3 appointments to ZBA as recommended by that Board and is happy to offer any information that may be sought.

**5. Unfinished Business**

**a) Bonnyman Road** – Mr. Scala presented 4 mylars for signature by the Board so that this survey can be recorded. The Board signed each mylar, and Mr. Scala will return them to White Mtn Survey for recording.

**6. New Business**

**a) Purchase Order \$33,533.35** – This reflects purchase of the new PD vehicle as approved by the voters. **Mr. Fifield moved to approve this purchase order as presented. Mr. Duffy seconded the motion, which passed 3-0.**

**b) Purchase Order \$14,429** – This reflects the cost to outfit the new PD vehicle. **Mr. Fifield moved to approve this purchase order as presented. Mr. Duffy seconded the motion, which passed 3-0.** Chief Fenton confirmed to Mr. Scala that the funds for this purchase order are included in the operating budget.

**7. Proposed Capital Reserve Fund Expenditures**

**a) Highway Truck CRF \$63,720** – This purchase was approved previously. This document completes our required paper trail. The Board executed this document as previously approved.

**b) Bridge CRF \$77,022** – This represents reimbursement to MA Bean for materials for Witchtrot Road. **Mr. Duffy moved to approve this expenditure as presented. Mr. Fifield seconded the motion, which passed 3-0.** Mr. Scala noted that work is anticipated to begin early May. Mr. Mitchell will post the road ahead of time.

**8. Correspondence**

**a) WPI Cash on Hand Report** – Provided for the Board's information.

**b) White Mountain Survey** – Mr. Duffy received communication from White Mtn Survey seeking permission to hook up to Town sewer as part of the proposed development of the area including the Sanbornville Post Office. He will be referred to Mr. Mitchell.

**9. Unscheduled Matters/Public Comment #2** – None forthcoming.

Mr. Edwards closed the public hearing at 7:22 p.m. **Mr. Duffy moved to accept the GOFERR Matching Grant as presented. Mr. Fifield seconded the motion, which passed 3-0.**

**10. Administrative Matters**

**a) Town Administrator's Update**

--The Broadband Commission has completed a feasibility study, which information has been posted on the Town's website. According to their study, only 1.2% of Wakefield is not covered by broadband (approximately 48 homes).

--Election Day Power Outage: The building was running on 2/3 power. We have since had a tutorial by an electrician. Of the 3 lines coming in, only 2 of which have detectors to alert the generator. The line with which we had the issue had NO such detector. We will get a quote to ensure that all 3 lines communicate with the generator. In addition, the generator is ready to be serviced.

--The ZBA Chair has submitted a proposed mission statement for that Board. Mr. Scala explained that the BoS cannot vote on this, but can review same. Our other boards do not have mission statements. Mr. Edwards supports such a statement given that ZBA is an appeals board. Mr. Scala will be asking whether the Conservation Commission wishes to do likewise.

Mr. Fifield noted that the statement submitted is fine; however, it is not really a mission statement. Mr. Duffy has no issue with the statement. Mr. Stewart noted that ZBA is still working on the mission statement and will be meeting in April to continue development of same. Mr. Fifield wonders whether all departments should have a mission statement. Mr. Scala hopes to schedule a workshop with various boards/departments regarding the overall process. Mr. Duffy stated that NHMA offers informative training for new board/committee members.

--Mr. Mitchell has provided a summary for anticipated spring projects, including the bridge on Witchtrot Road. The State has approved our plan to address the pump stations. Mr. Mitchell will meet with Apex regarding the ultimate cost involved. This project will be funded through ARPA. Mr. Mitchell has invested considerable time on the DPW building project. We should be able to remain well within budget. Mr. Mitchell has prepared an RFP for drawings for potential contractors. The Highway crew has been working on several muddy roads. The stone treatment has been effective in minimizing mud season. We may be able to remove our road postings sooner than expected. Mr. Mitchell will address the Board in late April with another summary.

--DPW Building: Reviewed the RFP prepared by Mr. Mitchell for drawings to be used in order to obtain quotes. Mr. Edwards confirmed we will require a limited professional plan since this is a commercial building. Since the building will not be occupied overnight, there will be no need for a sprinkler system. Mr. Fifield suggested development of these plans should not fall entirely on each department head when planning a multi-million-dollar building, adding that we should have more builders involved in the planning. Perhaps a committee is needed to review plans prior to being finalized.

--Mr. Scala will approve a purchase order to allow Brooks to develop plans for Bonnyman Road.

--Ossipee Lake Alliance has called to our attention to a variance application to the Effingham ZBA to place a gas station at Boyles Market on Route 25. This project could possibly affect the Ossipee aquifer, which supplies water to 9 Carroll County towns (including Wakefield). Mr. Fifield advised that Planning Board has reviewed this information and decided that no representative from Wakefield Planning Board will attend the April 4 hearing.

--Mr. Scala will not be at the April 13 meeting.

**b) Building Permit Releases** – Mr. Duffy moved to approve the building permit release for Shimansky on Glen Road, as presented. Mr. Fifield seconded the motion, which passed 3-0.

**c) Treasurer's Report for February** – Presented for the Board's information.

**d) Board/Committee/Commission Membership Appointments** – Mr. Scala read a letter from Doug Stewart in which he resigns as an alternate member of ZBA. **Mr. Duffy moved to accept, with regret, the resignation of Doug Stewart as an alternate member of ZBA. Mr. Fifield seconded the motion, which passed 3-0.**

**Mr. Fifield moved to re-appoint Don Stewart as a ZBA member through March 2025. Mr. Duffy seconded the motion, which passed 3-0.**

**Mr. Fifield moved to re-appoint George Frothingham as a ZBA member through March 2025. Mr. Duffy seconded the motion, which passed 3-0.**

Mr. Fifield moved to appoint Graham Baker as an alternate to ZBA through March 2025. Mr. Duffy seconded the motion, which passed 3-0.

Mr. Duffy moved to re-appoint Sherry Hatch as a Parks & Rec member through March 2025. Mr. Fifield seconded the motion, which passed 3-0.

Mr. Duffy moved to re-appoint Donald Cheever as a Parks & Rec member through March 2025. Mr. Fifield seconded the motion, which passed 3-0.

Mr. Fifield moved to re-appoint Daniele West as an alternate to Parks & Rec through March 2025. Mr. Duffy seconded the motion, which passed 3-0.

Mr. Fifield moved to re-appoint Phil Twombly as a Heritage Commission member through March 2025. Mr. Duffy seconded the motion, which passed 3-0.

Mr. Duffy moved to re-appoint Nancy JM Lacroix-Britton as an alternate to Heritage Commission through March 2025. Mr. Fifield seconded the motion, which passed 3-0.

Mr. Duffy moved to re-appoint Connie Twombly as a Heritage Commission member through March 2025. Mr. Fifield seconded the motion, which passed 3-0.

e) Payment Manifests – Mr. Duffy moved to approve AP #9 in the amount of \$145,841.71. Mr. Fifield seconded the motion, which passed 3-0.

f) Minutes – Mr. Fifield moved to approve the minutes of March 9, 2022, as presented. Mr. Duffy seconded the motion, which passed 3-0.

Mr. Duffy moved to approve the March 9, 2022, minutes of Non Public Session #'s 1 & 2, as presented. Mr. Fifield seconded the motion, which passed 3-0.

g) Review of Sealed Non Public Minutes – Tabled until a future meeting.

h) Selectmen's Work Session

--Mr. Edwards has spoken with a wetlands scientist at Darion Environmental (Ossipee) regarding the area for potential boat trailer parking near the public safety building. He presented a contract @ \$80/hour plus mileage (at the IRS approved rate). The project is estimated at 4-8 hours and funds are available in the DPW budget. This will allow us to determine whether it makes sense to move forward with this project. Mr. Fifield moved to enter a contract with Darion Environmental as presented. Mr. Duffy seconded the motion, which passed 3-0.

Mr. Fifield moved to authorize the Chair to execute said contract. Mr. Duffy seconded the motion, which passed 3-0.

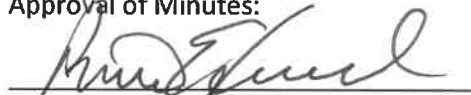
--Mr. Duffy advised he will be attending the Primex conference on May 10, 11 & 12, as will Mr. Scala and Chief Fenton.

--Mr. Fifield has discussed with Chief Fenton potential creation of an amendment to our fireworks ordinance. He suggested conducting a public session to take comments/opinion prior to drafting an amended ordinance. It was agreed to conduct such a forum in the opera house on April 6, from 5-6 p.m. A work session (at which no public input will be taken) was scheduled for Tuesday, March 29, at 5 p.m. to discuss the transfer station.


**Mr. Duffy moved to adjourn at 8:25 p.m. Mr. Fifield seconded the motion, which passed 3-0.**

Respectfully submitted,  
Toni Bodah, Secretary

Approval of Minutes:

  
Richard C. Edwards, Chair

  
Mark P. Duffy

  
Kenneth G. Fifield